

## Using Collaborate

### Testing Your Computer with Blackboard Collaborate

1. Go to:  
<http://support.blackboardcollaborate.com/ics/support/default.asp?deptID=8336&task=knowledge&questionID=1473>
2. Follow the “First time Users” steps that appear.
  - a. Step 1 – Java software check
    - i. This will check to see if you have the necessary software to run Collaborate. If a green checkbox appears, you have passed the first step. If not, you will need to follow the instructions and download and install the necessary software.
  - b. Step 2 – Configuring your system
    - i. Click the “Configuration Room” link to open a Collaborate room. Follow the instructions on the whiteboard to test your audio setup. You may exit the room when done.
  - c. Step 3 – Learn more about Collaborate
    - i. There are several Collaborate reference guides available for download if you would like to learn more about the program. You may skip this step if you are comfortable with the program.

If you have any technical problems with Blackboard Collaborate, please contact Jerry Timbrook in the University of Dayton’s E-Learning Lab at (937)-229-5032 or [jtimbrook1@udayton.edu](mailto:jtimbrook1@udayton.edu).

## Attending a Collaborate Session via Isidore

1. Log in to Isidore
2. Click on the tab for your course site
3. Click on the “Collaborate Classroom” tool
4. Find the session you would like to attend in the “Session Name” column, and click on it.

[View Today](#) [View This Week](#) [View This Month](#) [View Next 12 Months](#) [View Expired](#)

All times displayed in Eastern (North America/US, GMT -04:00)

Session Name	Status	Start Date	End Date	Session Type	Session Creator	Details	Edit	Remove
<a href="#">ENG 101</a>	Starting soon	08/09/2010 02:30 PM	08/09/2010 03:30 PM	This Site	Jerry Timbrook	<a href="#">Details</a>	<a href="#">Edit</a>	<a href="#">Remove</a>

5. Click “Launch Session”

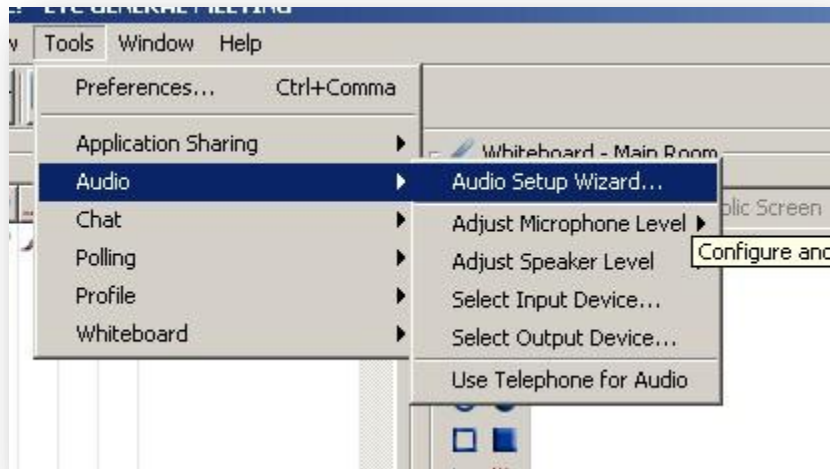
Session Name: ENG 101  
Session Access Type: This Site  
[Launch Session](#)  
Start Date: 08/09/2010 02:30 PM  
End Date: 08/09/2010 03:30 PM  
Session Creator: Jerry Timbrook  
[Exit To View Available Sessions](#)

6. If you have popup blockers installed, you may need to disable them for the session.
  - a. Internet Explorer may block the pop-up, so left click the gold bar at the top and select “Download File”



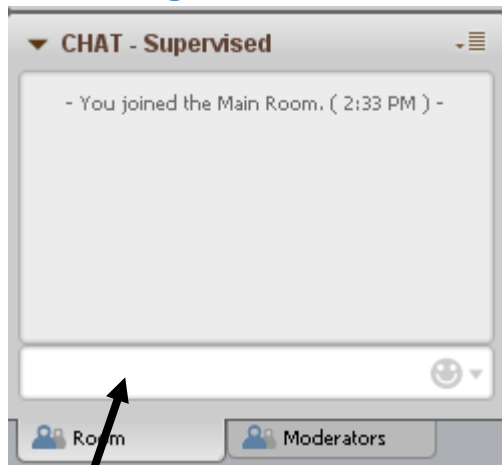
## Completing the Audio Setup Wizard

1. Click "Tools" from the top menu
2. Click "Audio" and then "Audio Setup Wizard"



3. Select the speakers you would like to use for the session.
4. Click "play" and listen for the sample audio.
5. If you are able to hear the audio clip, click "yes." If not, click "no" and change your settings.
6. Next, select the microphone you would like to speak into during the session, and click "ok."
7. Click "record" and speak a few words into the microphone. Click "stop."
8. Click "play" to playback your recorded clip.
9. If you are able to hear your recorded clip, click "yes." If not, click "no" and change your settings.
10. Click "ok." Your setup is now complete.

## Text Chatting

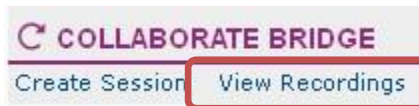


Type your message into the box and press the "Enter"

## Viewing Recordings

Recordings that were made in an Collaborate room connected to Isidore will be automatically populated into that room's Isidore site. **NOTE:** Depending on the length and size of your recording, it may take up to 24 hours after the end of your session for your recording to populate into Isidore.

1. Log in to Isidore
2. Click on the tab for your course site
3. Click on the "Collaborate Classroom" tool
4. Click "View Recordings"



5. Select the date range for which you wish to view recordings. By clicking different "View" options ("View Today," "View This Week," etc.), you can select the data range for which your recording falls in.



6. Find the recording title and date that you wish to watch, and click its recording name

All times displayed in Eastern (North America/US, GMT -04:00)

Recording Name	Creation Date	Size (bytes)	Remove
<a href="#">MSC 500</a>	08/09/2010 10:24 AM	15488	<a href="#">Remove</a>

7. Click "Launch Recording"

